



# Office of the Attorney General of Guam

590 S. Marine Corps Drive, Suite 901 ♦ Tamuning, GU 96913

671.475.3324 ♦ Fax 671.477.4703 ♦ Email [notaryprogram@oagguam.org](mailto:notaryprogram@oagguam.org)

**Hon. Leevin Taitano Camacho**  
Attorney General of Guam

## Remote Online Notary Registration Requirements

[Private and Government Notaries Public]

### I. Qualifications

- A. Must be a commissioned notary public in Guam
- B. Must be a resident of Guam
- C. Must be a U.S. Citizen
- D. Must be eighteen (18) years of age or older
- E. Must possess a valid Guam Driver's License, Guam ID, Military ID or U.S. passport

### II. Program Eligibility Requirements

- A. Remote online notary must be physically located in Guam
- B. Possess computer technology to support two-way online audio and video feed
- C. Have the ability to record and retain audio/video copy of the notarial acts performed
- D. Have the ability to secure and retain electronic journal of each notary act
- E. Have the ability to accommodate persons with vision, hearing or speech impairments
- F. Have the ability to electronically provide all required samples listed in Adobe PDF when requested
- G. Successfully completed platform/software training or platform/software certification
- H. Must disclose license and/or commission revocations or other disciplinary actions (non- disclosure can result in rejection of registration, RON commission suspension and/or termination)

- I. Must not have been convicted of a crime(s) of moral turpitude (non-disclosure can result in rejection of registration, RON commission suspension and/or termination)

### **III. Registration and Attachments**

- A. Completed remote online notary registration form
- B. Signed and notarized declaration form
- C. Proof of surety bond reflecting coverage of electronic notarial acts by communication technology
- D. Sample of electronic notary seal
- E. Sample of remote online notary certificate
- F. Sample of electronic journal
- G. Proof of successful completion of platform/software training or platform/software certification
- H. Instructions or explanation of methods supplied by vendor allowing for identity proofing and credential analysis authentication
- I. Instructions or explanation of methods supplied by vendor that allow for electronic notarial certificate and electronic seal authentication
- J. Proof of payment of \$100 registration fee

### **IV. Instructions**

- A. Submit Remote Online Notary application to the Office of the Attorney General of Guam, Notary Unit by email to [notaryprogram@oagguam.org](mailto:notaryprogram@oagguam.org) or by hardcopy to 9th floor of the ITC Building, Administration Division customer service window
- B. Attach all required documents listed above
- C. Pay \$100 non-refundable registration fee